

Kansas City Composite Squadron Position Policies

DIRECTOR OF ADMINISTRATION (DA) (P205)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Squadron Commander

Implements, manages and directs administrative services activities

They shall:

- Implement administrative policies and procedures in accordance with CAP guidelines to ensure prompt action on all communications CAPR 10-1 para 6
- Educate members of location of electronic official CAP publications CAPR 5-4 para 3b
- Establish procedures and control correspondence (including messages and email)via the most cost effective means CAPR 10-1 para 2d and CAPR 20-1 (E)
- Prepare and authenticate administrative authorizations for transportation (TA's), Personnel (PA's) and Participation Letters (PL's) in accordance with CAPR 10-3 para 2
- Prepare local publications, forms and operating instructions that are not in conflict with higher directives and forwarded immediately to the next higher level of command on the anniversary date with name of person certifying and the date of certification CAPR 5-4 p3
- Review and comply with all National, Wing and Unit Policies
- Prepare and submit monthly Hour Report KSWG 48

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- Prepare and submit monthly Unit Report KSWG 16
- Ensure compliance and submit a completed self SUI by 1st of September annually to Squadron Commander
- Prepare a formal plan to ensure records are filed properly and cut-off instructions followed CAPR 10-2 para 1
- Screen records for historical significance and ensure back-up files are stored on remote server CAPR 10-2 para 7, 9 & 10
- Perform related duties as assigned by the unit commander
- Progress towards the Master skill set rating
- The administrative officer should be familiar primarily with CAPP 205 and CAP directives in the 5 and 10 series